



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 417**

### **OSC Ref. C.6222<sup>9</sup>**

2<sup>nd</sup> December, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill/be assigned to the following **vacant** posts in the **Post and Telecommunications Department**:

1. **Senior Public Procurement Officer (GMG/SEG 1) – (Vacant)**, salary range \$1,640,253 – \$1,949,746 per annum and any allowance(s) attached to the post.
2. **Records Administrator (PIDG/RIM 4) – (Vacant)**, salary range \$1,254,116 – \$1,490,750 per annum and any allowance(s) attached to the post.
3. **Assistant Human Resource Officer (Leave) (GMG/AM 3) – (3 posts: 1 Vacant; 2 Not Vacant)**, salary range \$1,229,060 - \$1,460,966 per annum and any allowance(s) attached to the post.

#### **1. Senior Public Procurement Officer (GMG/SEG 1)**

#### **Job Purpose**

Under the supervision of the Director 3, Public Procurement, the Senior Public Procurement Officer researches information on prices and procures goods and services requested by the various Departments.

#### **Key Responsibilities**

##### ***Management/Administrative:***

- Prepares contracts;
- Co-ordinates Public Procurement Tender closing and opening exercise;
- Reviews Tender Evaluation Reports;
- Assesses quotations and makes recommendation for award;
- Prepares addenda to tender documents;
- Ensures that all organization contracts are reviewed by the Legal Department;
- Maintains Contract Register;
- Prepares Procurement Plans for the Organization;
- Maintains Database with current cost and location of goods, works and services and establishes links with ones in other Government Agencies;
- Assists with negotiations with suppliers/contractors to obtain best prices and value for money;
- Liaises with Finance Division to ensure compliance with contract conditions for payments and other procurement guidelines;
- Maintains data file with Government of Jamaica Procurement Procedures;
- Provides liaison services between the PPC, the Ministry of Finance and the Public Service, Office of the Prime Minister (OPM) and PTD representatives;
- Reviews all Tender Reports for submission to the Procurement Committee, Organization Sector Committee, Contracts Committee and OPM;
- Keeps track of the Procurement process of each submission from preparation of Tender Reports to job completion and Contract termination;
- Advises, supports and assists employees on all aspects of the procurement process and procedures;
- Ensures that Procurement Committee and Organization Sector Committee submission requirements are adhered to and that proper documentation in respect of received Bids/Proposals is maintained;
- Assists the Director, Procurement, to set priorities and formulate procedures;
- Advises the Director, Procurement or Director, Administration and Property Management, on suppliers reliability/suitability and performance;
- Attends meetings of Procurement and Contracts Committees, in the absence of the Director, Procurement;
- Provides guidance to internal/external customers on the Ministry's Procurement Policies and Procedures;

- Develops priority settings for the client;
- Ensures that cheques and Withhold Tax Certificates are collected by the supplier once goods are received in good condition and according to purchase order;
- Ensures that invoices are received from suppliers and the appropriate Programme Managers have signed: “Goods Received or Services Rendered”;
- Ensures that procurement practices conform with the relevant Acts;
- Liaises with the Accounts and Finance Department to ensure that supplier’s invoices are paid in a timely manner;
- Establishes and maintains an Inventory listing of equipment bought, etc.;
- Advises on the reliability and performance of suppliers;
- Attends meetings of Procurement and Contracts Committees in the absence of the Director, Procurement;
- Performs any other related duties that may be assigned by Supervisor from time to time.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Ability to work in a team
- Ability to work on own initiative
- Good interpersonal skills
- Good knowledge of stipulations of the FAA Act
- Good knowledge of the Ministry’s policies, practices and procedures
- Good knowledge of the procurement guidelines
- Proficiency in the relevant computer applications

### **Special Conditions Associated with the Job**

- Will be required to visit suppliers to determine the quality of goods to be procured;
- May be required to work beyond normal working hours and on weekends.

### **Minimum Required Knowledge and Experience**

- Bachelor’s Degree in Management Studies, Accounting, Business Administration, Public Sector Management, Economics or any other related field;
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
  - Three (3) years’ experience in related field;
- or**
- ACCA Level 2;
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
  - Three (3) years’ experience in related field;
- or**
- Diploma in Business Administration, Accounting or any other related field;
  - Certificate in Public Procurement: UNDP/CIPS Level 2 or INPRI Level 3 from MIND;
  - Five (5) years’ experience in related field.

## **2. Records Administrator (PIDG/RIM 4)**

### **Job Purpose**

Under the general direction of the Director, Administration, the incumbent is responsible for accurately, securely and effectively managing information received and produced by the Department. He/she will develop and maintain appropriate systems in support of records movement, maintenance and disposition.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Participates in the Creation of Strategic Plan/Programmes/Projects for the Branch;
- Assists with the preparation of the Unit’s Work and Operational Plans;
- Develops Individual Work Plan based on alignment with the Division’s Operational Plan;
- Participates in meetings, seminars, conferences and workshops as required;
- Examines and evaluates Records Management Systems to develop new or improve existing methods for efficient handling, protecting and disposing of official records and information;
- Attends and participates in the Government Records and Information Management (G-RIM) meetings host by the Government Records Centre;

- Prepares Monthly and Quarterly Reports on activities of the Record and Information Management Branch;
- Makes recommendations to the Director for changes in policies affecting the operation of the Branch;
- Leads in the development and delivery of Records Management Training and Awareness Programme.

***Technical/Professional:***

- Leads in the research for information as requested for the provision of access;
- Liaises with staff internally and externally, to gather suggestions for improvements and to detect Records Management problems;
- Develops, implements and administers specific plans to achieve compliance with the Department's Records Management policy and standards;
- Designs and manages a Vital Records Management Programme;
- Prepares and delivers Quarterly and Annual Reports to the Records Management Committee to include: operational statistics, current levels of compliance, issues/risks and proposals to manage risks identified;
- Collaborations with the Senior Director, Human Resource Management and Administration and the Director, Administration, to develop and maintain policies, plans, standards and procedures to control each type of applicable record, document and data item, in conformance with established Records Management Standards;
- Ensures the establishment and maintenance of a current Retention and Disposition schedule for the Department's records and information;
- Evaluates findings and recommends changes or modifications in procedures, utilizing knowledge of functions of operating Units, referencing systems and filing methods;
- Analyzes records to determine their administrative usage, fiscal or historical value and develops and implements appropriate File/Information Management Procedures;
- Reconciles and deletes indexing errors and anomalies, advises end-users and Records Staff on procedures and content problems and ensures security and preservation of records in storage;
- Co-ordinates special projects relating to Records Management and Archiving activities;
- Oversees the creation and maintenance of files containing note-worthy publications from newspapers and electronic media;
- Develops methods to retain, protect and identify records and ensures compliance with established records standards;
- Develops a system that facilitates records/information being easily accessible when needed;
- Co-ordinates the transfer of records to the Government Record Centre;
- Implements policies for the Department's electronic records;
- Co-ordinates development of in-house databases to establish the Department's Electronic Records Management System;
- Ensures that the vault and contents are secured at all times;
- Provides general supervision of the Department's in-house Mail Bag System.

***Human Resource:***

- Monitors and evaluates the performance of direct reports, prepares Performance Appraisals and recommends and/or initiates corrective action, where necessary, to improve performance and/or attain established personal and/or organizational goals;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;
- Sets agreed individual performance targets and monitoring performance and provides feedback to direct reports by monitoring and giving insight on the performance of their duties and assumption of their responsibilities;
- Contributes to the development and implementation of a Succession Planning framework in collaboration with the Human Resource Division, through the development of procedural manuals and other duties prescribed within the framework;
- Prepares and conducts presentations on role of the Division/Unit for the Orientation Programme;
- Performs other related functions, assigned from time to time.

**Required Knowledge, Skills and Competencies**

- Excellent oral and written communication skills
- Excellent planning, organizing, problem-solving and decision-making skills
- Excellent interpersonal skills
- Excellent knowledge of Records Management
- Sound knowledge of relevant legislation (e.g ATI, Archives and Copyrights Acts)
- Knowledge of Computer Applications e.g Microsoft Office Suite and other relevant software

- Sound knowledge of the Staff Orders and Public Service Regulations
- Good leadership and change management skills

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Library Studies from a recognized University or the equivalent **or** Certificate/Diploma in Management Studies;
- Certificate in Records Management;
- Three (3) year's Record and Information Management supervision and any other equivalent combination of qualification and experience.

### **Special Condition Associated with the Job**

- May be exposed to dust.

## **3. Assistant Human Resource Officer (GMG/AM 3)**

### **Job Purpose**

The Assistant Human Resource Officer (Leave) is responsible for providing administrative support by processing all leave applications and maintaining Leave Records.

### **Key Responsibilities**

#### ***Administrative:***

- Prepares Individual Work Plan;
- Prepares Status and other reports;
- Attends meetings, conferences and other fora as required;
- Keeps staff abreast of Human Resource Policies and Regulations.

#### ***Technical:***

- Computes and processes all types of leave; prepares leave records and approval/non-approval letters;
- Ensures that leave records are kept up-to-date and are easily retrievable;
- Provides advice to Managers and staff on all types of leave;
- Checks and responds to staff queries/concerns regarding leave eligibility;
- Prepares and circulates notices to staff regarding their maximum Vacation Leave eligibility;
- Prepares Departmental and Vacation Leave Rosters;
- Monitors Attendance Registers by updating and drawing red lines daily to indicate Officer(s) unpunctuality;
- Prepares leave information to support submissions (accumulation of Vacation Leave, payment in lieu of Vacation Leave, Special Sick Leave, Study and No-pay Leave) for Human Resource Committee Meetings;
- Prepares final Leave Computations for transfers, resignation and retirement for submission to the relevant stakeholders for continued use, verification and payment as required.

### **Required Knowledge, Skills and Competencies**

- Good oral and written communication skills
- Good planning and organizing skills
- Ability to work with others in the pursuit of team goals
- Good Knowledge of the Public Service Regulations, Staff Orders for the Public Service, Financial Administration and Audit Act Financial Instructions and other GoJ policies that guide the delivery of Human Resource Management and Development services
- Good knowledge of Government of Jamaica Leave Administration practices

### **Minimum Required Qualification and Experience**

- Associate Degree in Human Resource Management, Business Administration or related discipline from a recognized tertiary institution;
- Two (2) years' experience in a Human Resource Management and Development position in an organization of similar size and complexity.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 15<sup>th</sup> December, 2021 to:**

**Director of Human Resource Management and Development  
Post and Telecommunications Department  
6-10 South Camp Road  
Kingston**

Email: [hrunit@jamaicapost.gov.jm](mailto:hrunit@jamaicapost.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**